

**Chelsea District Library Board of Trustees  
Budget Hearing**

Tuesday, August 16, 2022 6:45 p.m.  
Meeting Location: McKune Room

**Trustees in Attendance:** TJ Helfferich, J. Carr, S. Lackey, A. Merkel G. Munce, P. Garcia, & C. Taylor.

**Trustees Absent:** None

**Staff:** Director L. Coryell, Assistant Director L. Ballard, T. Lancaster, A. Zoran, S. Rakestraw, S. Powers, E. Medrow, Kerry Ballard, & C. Berggren.

**Guests:** None

**Budget Hearing:**

TJ Helfferich called the budget hearing to order at 6:48 p.m.

**Board Review of 2023 Budget:**

Lori walked the board through the budget section by section, as Shannon projected each tab onto the screen for the trustees to view. Lori highlighted the areas of fluctuation from the previous year. Key components:

- The breakdowns for Personnel, Collection, and Other Expenses are consistent with 2022.
- Total expenses are slightly up, but so is revenue.
- State Aid and Penal Fines are set slightly higher, as we're more confident in these amounts.
- Linda discussed the way benefits work in the budget.

The board discussed the budget in detail and asked Lori specific questions.

**Public Comment:** None

**Adjournment:**

MOTION made by S. Lackey, SECONDED by G. Munce to adjourn the budget hearing at 7:32 p.m.

All Ayes: 7-0

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Anne Merkel, Board Secretary

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Date

**Chelsea District Library Board of Trustees  
Minutes of Regular Meeting**

Tuesday, August 16, 2022 Directly following the Budget Hearing  
Meeting Location: McKune Room

**Trustees in Attendance:** TJ Helfferich, J. Carr, S. Lackey, A. Merkel, G. Munce, P. Garcia, & C. Taylor.

**Absent:** None

**Staff:** Director L. Coryell, Assistant Director L. Ballard, & C. Berggren.

**Guests:** None

**Welcome and Call to Order**

TJ Helfferich called the meeting to order at 7:33 p.m.

**Agenda Review, Additions, and Approval**

MOTION made by J. Carr, SECONDED by P. Garcia to approve the agenda, as presented. Discussion: None

All Ayes: 7-0

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by C. Taylor, SECONDED by G. Munce to approve the minutes of the July 19, 2022 Board Meeting. Discussion: None

All Ayes: 7-0

MOTION made by G. Munce, SECONDED by A. Merkel to accept the General Fund Operational Checks for July, 2022. Discussion: None

All Ayes: 7-0

MOTION made by S. Lackey, SECONDED by J. Carr to accept Financial Reports for July, 2022. Discussion: None

All Ayes: 7-0

### **Director's Report Update:**

L. Coryell update:

- Lori explained that she, Chris, and Virginia met with Roy Atkinson, the Chelsea City Manager, to go over how the DDA tax capture works and to ask about a dedicated Mobile CDL parking spot.
- Noted that the number of downloads keeps going up.
- Mobile CDL will be present at the Chelsea Parade. Gary Zenz will be driving his car and has spots for board members. Jan and Anne agree to ride in the car. Lori, Linda, Virginia, and Kerry will walk beside the car.
- The Mobile CDL small donations campaign is going very well. Virginia received a big board shout out for all her work on the Mobile CDL campaign.

Friends Report:

- Started matching Mobile CDL donations yesterday.
- Will having a table promoting the Friends at an upcoming farmer's market.

Other Reports Notes: None

**Public Comment:** None

### **Action Item #1: Donations**

MOTION made by A. Merkel, SECONDED by C. Taylor to approve the library's July donations. Discussion: None

All Ayes 7-0

### **Action Item #2: Board Retreat**

MOTION made by S. Lackey, SECONDED by C. Taylor to approve the proposed November Board Retreat that will move the board meeting to the morning of November 15 and have the retreat directly follow the meeting. Discussion: None

All Ayes 7-0

### **Discussion Item #1: Mobile CDL**

Lori announced that Chelsea Rotary has pledged \$5,000 to Mobile CDL. TJ thanked the Community Outreach Committee for their amazing work on Mobile CDL. A brief discussion about suggested locations for the vehicle to visit occurred.

### **Discussion Item #2: Holiday Scheduling Issue**

The Christmas Eve/Christmas and New Year's Eve/New Year's Day holidays both occur over Saturday/Sunday this year, which creates a huge staffing problem, as full-time employees must take their holiday time during the regular work week and that will mean

4 days during this period for each full-time employee. Terri looked into what other TLN libraries do and TLN and a lot of its libraries close on the Friday and Monday before and after the holiday weekend to deal with this issue. The board was asked for input and whether they'd consider closing the library on the Friday and Monday bookending those weekends. The board discussed whether to close for 3 days or 4. Charlie brought up that the library could close 4 days one of the weeks and 3 for the other. The board asked Lori to pull door stats for those days.

### **Discussion Item #3: Policies**

Lori walked the board through each of the policies and what the changes are, while the board made suggestions.

- 566 (Electronic Transactions of Public Funds Policy) is a new policy that the auditor suggested and the language comes directly from our attorney.
- The board believes that policy 566 needs more work before moving to action and sent it back to the Policy Committee.

### **Committee Reports**

**Policy Committee** –

**Finance Committee** – Susan plans to schedule a meeting.

**Personnel Committee** –

**Nominating Committee** –

**Community Outreach Committee** –

**Public and Board Comment:** None

**Other Items:** Gary thanked the library for hosting the Sounds & Sights Art Market on the library lawn.

### **Adjournment:**

MOTION made by C. Taylor, SECONDED by A. Merkel to adjourn the meeting at 8:35 p.m.

All Ayes, 7-0

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Anne Merkel, Board Secretary

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Date